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MAR 4 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Office of Collection and Dissemination
Table of Organization

1. A proposed OCD T/O change reflecting agreed-to classification modifications is attached as Tab 1. The proposal has been coordinated by the MIS with the Budget Division and the Office of Personnel. The Office of Personnel memorandum is attached as Tab 2.

2. The proposal reflects a realignment and shifting of emphasis as a result of ceiling reductions and additions in recent months amounting to a cutback from [] to []. The proposed T/O is for [] positions, leaving a margin for recruitment purposes for 92 positions, if approved as submitted. However, OCD as a result of expansion in the foreign publications procurement program has requested the DD/I to increase its ceiling by 12 positions from [] to []. The DD/I is currently exploring the possibility of granting this increase to OCD from current DD/I ceiling allocations. If this is not considered feasible, he plans to ask you at a later date for an additional ceiling increase. Thus, your approval of the attached proposal will result in no ceiling change at the present time for OCD, and will result in a T/O reduction of 14 slots.

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✓ Your attention is invited to the ORR T/O presentation sent to you yesterday in which T/O and ceiling matched each other. In contrast to this, the OCD proposal provides a recruitment cushion. These disparities are pointed out in order to request an Agency policy in this regard. There are 80 positions in the text of the attached T/O for the various divisions proposals designated as positions which will provide a means for over-recruiting. If it is desired to have the OCD T/O match this ceiling, these positions are the ones which should be dropped.

3. Organizational changes in the proposed T/O are of minor consequence, and involve a few internal changes within the Biographic Register, the CIA Library, and the Machine Division.

4. Approval of the T/O as originally requested by OCD will result in an average salary increase of \$56.00 per year, but this increase will be considerably less in all probability by the time classification audits are made on the requested grade increases.

5. The Office of Personnel recommends approval of the proposed T/O provided the 39 positions indicated as dual grades are

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encumbered only at the lower grade pending final classification determination, and this has been agreed to by OCD and the DD/I.

6. Inasmuch as funds for the fiscal years 1954 and 1955 are already budgeted, OCD has agreed to absorb any increased cost due to position reclassification.

7. You will recall recent receipt of a proposal regarding implementation of NSC No. 169 which provides for an increase of 20 in the OCD ceiling and T/O. This, of course, will increase the totals shown herein by 20.

8. Approval of the proposed T/O as amended is recommended, and a decision as to Agency policy on the reduction of the T/O to match the ceiling is requested.

[Redacted Signature]

E. R. SAUNDERS
Comptroller

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Attachments

- Tab 1 - OCD T/O change
- Tab 2 - Office of Personnel Memo

APPROVED:*

FOIAb3b

[Redacted Signature] *11 Mar 54*
Acting Deputy Director (Administration)

*Subject to deletion of the 80 positions designated in the OCD presentation for "over-recruiting."

*I met with AD/P [Redacted] + Melom/ and
DDI representative [Redacted]*

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*[Redacted] on 10 March 54 and it
was agreed that these slots would
be deleted [Redacted]*

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